

K-12: Pupil Accounting Required Documentation Field Audit Checklist

District: _____ Building: _____ School Year: _____

Pupil Membership Count Day: **February 14, 2024**

_____ CA-60's for all sampled students	<i>CA60</i>
_____ Schedules for all students sampled	<i>SCHED</i>
_____ Written statement of procedures for attendance and electronic attendance	<i>ATT2</i>
_____ Teacher weekly attendance, names of substitute teachers on count day (Signed and dated)	<i>TA</i>
_____ Sign In/Out and Call In/Out sheets to verify attendance (Signed by attendance Secretary)	<i>SIO</i>
_____ Foreign Exchange Student List	<i>5-Q-C</i>
_____ 5-A: Alternative Education Learning Lab Sign In/Out Sheet	<i>5-A3</i>
_____ 5-C: Home-Based Education Services – Teacher Log	<i>5-C2</i>
_____ 5-C: Home-Based Education pupil's transcript, with credit	<i>5-C3</i>
_____ 5-D: Homebound-Hospitalized written certification letter by physician, hospital, or licensed treatment facility	<i>5-D2</i>
_____ 5-D: Homebound-Hospitalized Educational Services – Teacher Log	<i>5-D3</i>
_____ 5-D: Homebound-Hospitalized pupil's transcript, with credit	<i>5-D4</i>
_____ 5-G-A: Notice of courses, students, hours of enrollment, and charges from the University or College	<i>5-G-A2</i>
_____ 5-G-A: Proof of payment of the Postsecondary courses	<i>5-G-A3</i>
_____ 5-G-A: 5th Year Students Graduation Plan for year, signed by school, parent, and student	<i>5-G-A4</i>
_____ 5-G-B: Plan to show on-track to complete 5-year program with diploma and 60 college credits	<i>5-G-B3</i>
_____ 5-G-C: Proof of payment of the Postsecondary courses	<i>5-G-C2</i>
_____ 5-G-C: Proof of payment for tuition	<i>5-G-C3</i>
_____ 5-G-C: Gifted and Talented pupils transcript, with credit	<i>5-G-C4</i>
_____ 5-H: Reduced Schedule Request and Approval Form	<i>5-H3</i>
_____ 5-H: Reduced Schedule per IEP – Physician Statement	<i>5-H4</i>
_____ 5-H: Reduced Schedule per IEP – IEP showing reduced time	<i>5-H5</i>
_____ 5-I: School of Choice Form and District Releases	<i>5-I2</i>
_____ 5-K: ECSE IEP, IFSP's	<i>5-K2</i>
_____ 5-K: Parent Participation and Education Component	<i>5-K3</i>
_____ 5-L: Special Education Transition Pupil IEP	<i>5-L2</i>
_____ 5-L: Transition Services Training Plan and Agreement	<i>5-L3</i>
_____ 5-L: Living experiences and grades documentation	<i>5-L4</i>
_____ 5-L: Special Education Transition Services Teacher Log	<i>5-L5</i>
_____ 5-N: Suspended and Expelled Students Instruction Log	<i>5-N2</i>
_____ 5-O-B: Offline Seat Time Waiver Two-Way Mentor Communication	<i>5-O-B2</i>
_____ 5-O-B: Proof of payment for each course	<i>5-O-B3</i>
_____ 5-O-B: Offline STW Pupil EDP	<i>5-O-B4</i>
_____ 5-O-B: Offline STW Program Implementation Plan	<i>5-O-B5</i>
_____ 5-O-B: Seat-Time Waiver Approval	<i>5-O-B6</i>
_____ 5-O-D: Parental Consent Form for Online Courses, Signed by Parent, District and Student	<i>5-O-D2</i>
_____ 5-O-D: Student EDP for eligible Online K-12 students (2+ Online Courses)	<i>5-O-D3</i>
_____ 5-O-D: Online Mentor Logs OR Course Assignment and Completion Documentation	<i>5-O-D4</i>
_____ 5-O-D: Proof of Payment for all online classes – Itemized	<i>5-O-D5</i>
_____ 5-P: Work Based Education Training Agreement and Training Plan	<i>5-P3</i>
_____ 5-P: Work Based General Ed Employer Visitation Log	<i>5-P4</i>
_____ 5-P: Work Based Employer – SE Worksite Visitation Log	<i>5-P5</i>
_____ 5-Q-A: Dropout Recovery Pupil Personalized Learning Plan	<i>5-Q-A2</i>
_____ 6-A: Experiential Learning Objectives – Syllabus	<i>6-A2</i>
_____ 6-A: Student EDP for Experiential Learning students	<i>6-A3</i>
_____ 6-B: Peer-to-Peer course syllabus detailing instructional objectives, lesson plans, and grading criteria	<i>6-B2</i>